



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

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**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

For the Regular Meeting of Wednesday

December 7, 2016

7:00 P.M. Regular Meeting

Community Center  
1601 Discovery Bay Boulevard



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday December 7, 2016  
REGULAR MEETING 7:00 P.M.**

**Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

**C. AREA AGENCIES REPORTS / PRESENTATION**

1. Sheriff's Office Report
2. CHP Report
3. Supervisor Mary Piepho, District III Report

**D. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report\*\*

*\*\*These meetings are held Quarterly*

**E. PRESENTATIONS**

1. **Recognition** – Board Member Mark Simon for 8 years of service to the Town of Discovery Bay

**F. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for November 16, 2016
2. Approval of DRAFT minutes of regular meeting for November 16, 2016
3. Approval of DRAFT minutes of special meeting for November 29, 2016
4. Approval of DRAFT minutes of special closed session for November 30, 2016
5. Approve Register of District Invoices
6. Authorize the Interim General Manager to execute a contract with Croce, Sanguinetti & Vander Veen to perform the annual independent financial audit for Fiscal Year 2015-16 in an amount not to exceed \$26,250.00

**G. BUSINESS AND ACTION ITEMS**

1. Accept the report from the Recreation Programs Supervisor regarding the request from the "Tennis-Pickleball Committee" to alter the District's decision to convert Tennis Courts 3 and 4 to Pickleball.
2. Approve an amendment to the General Services Contract with Luhdorff and Scalmanini Consulting Engineers increasing the payment amount by \$185,000.00 to provide for project management, construction management and inspection services for the Water Meter Installation Completion project.
3. Accept the report from Saul Rosenbaum, the District's Financial Advisor regarding key terms for the proposed Wastewater Revenue Bonds, and provide direction related to amortization and redemption options.

**H. MANAGER'S REPORT – Discussion and Possible Action**

**I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**J. PRESENTATIONS**

**K. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**L. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

**M. DISTRICT LEGAL COUNSEL REPORT**

**N. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

**O. CORRESPONDENCE – Discussion and Possible Action**

1. Received – Town of Discovery Bay Contact Us Form regarding community theft – 2016-11-22
2. Received – Contra Costa Special Districts Association quarterly meeting minutes – 2016-10-17

**P. PUBLIC RECORD REQUESTS RECEIVED**

**Q. FUTURE AGENDA ITEMS**

**R. CLOSED SESSION:**

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Bill Pease/Rod Attebery  
Unrepresented Employee: General Manager
2. Public Employee Appointment pursuant to CA Government Code Section 54957  
Title: General Manager

**S. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

**T. ADJOURNMENT**

1. Adjourn to the next regular meeting of December 21, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



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*A COMMUNITY SERVICES DISTRICT*



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**There are no written materials for  
agenda items listed below:**

- C. AREA AGENCIES REPORTS / PRESENTATION
- D. COMMITTEE/LIAISON REPORTS
- H. MANAGER'S REPORT – Discussion and Possible Action
- I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)
- J. PRESENTATIONS
- K. PRESIDENT REPORT AND DIRECTORS' COMMENTS
- L. GENERAL MANAGER'S REPORT – Discussion and Possible Action
- M. DISTRICT LEGAL COUNSEL REPORT
- N. SUB-COMMITTEE UPDATES – Discussion and Possible Action
- P. PUBLIC RECORD REQUESTS RECEIVED
- Q. FUTURE AGENDA ITEMS



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday, November 16, 2016  
SPECIAL MEETING 6:30 P.M.**

**District Office**

**1800 Willow Lake Road, Discovery Bay, California**

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**SPECIAL MEETING AT 6:30 P.M.**

**A. ROLL CALL**

1. Call business meeting to order 6:30 p.m. – by President Pease
2. Roll Call – All present

**B. PUBLIC COMMENT**

**C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item D-1.

**D. CLOSED SESSION:**

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Catherine Kutsuris  
Unrepresented Employee: All TODB Employees

**E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Legal Counsel Attebery – The Board has reconvened from Closed Session and there is no reportable action for item D-1.

**F. ADJOURNMENT**

1. The meeting adjourned at 6:50 p.m. to the Regular Meeting on November 16, 2016 at 7:00 p.m. at the District Office located at 1800 Willow Lake Road.

//cmc – 11-17-16

<http://www.todb.ca.gov/agendas-minutes>



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday November 16, 2016  
REGULAR MEETING 7:00 P.M.**

**LOCATION CHANGE**

**District Office**

**1800 Willow Lake Road, Discovery Bay, California**

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m. – By President Pease
2. Pledge of Allegiance – Led by Director Graves
3. Roll Call – All Present

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report – No Report

**D. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for November 2, 2016
2. Approval of DRAFT minutes of regular meeting for November 2, 2016
3. Approve Register of District Invoices

Motion by: Vice-President Leete to approve the Consent Calendar

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

**E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of October 2016

Project Manager Berney Sadler – Provided the details of the October 2016 Monthly Operations Report. There was a force main break several weeks back – the details will be presented next month (with pictures and repairs). The Town, Veolia, and Contractors responded quickly to repair.

**F. BUSINESS AND ACTION ITEMS**

1. Consider authorizing an expenditure of not to exceed \$9,750.00 for carpet installation at the District Office.

Interim General Manager Kutsuris – Provided the cost for carpet at the District Office; there will be no loss of work time during the work station installation, along with the carpet installation, if approved. The board commented on the condition of the carpet and whether there is a need for replacement. In response to questions from Director Graves, the General Manager explained that multiple companies were contacted for bids.

Motion by: Director Graves to approve the quote from King Carpet Service for the carpet installation at the District Office.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

2. Consider authorizing the one-time waiver of Section 6 of Resolution 2012-29 which limits the individual disbursements issued from the District's Bank of Agriculture and Commerce account.

Motion by: Director Graves to authorize the one-time waiver of Section 6 of Resolution 2012-29 which limits the individual disbursements issued from the District's account at the Bank of Agriculture and Commerce as recommended by the Interim General Manager.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

3. Consider authorizing Resolution No. 2016-21 in support of reallocation of property tax to support fire and emergency medical services as requested by the East Contra Costa Fire Protection District.

Interim General Manager Kutsuris – Provided a background of the request from East Contra Costa Fire Protection District that the Town send a Resolution to our legislative delegation requesting the support of legislation that would reallocate ad valorem tax to provide increased support for fire and emergency medical services.

Motion by: Director Graves to adopt Resolution No. 2016-21 which asks the state legislature and the Governor to re-allocate ad valorem property taxes as requested by the East Contra Costa Fire Protection District, and authorize the chair to sign a letter to the District's legislative delegation transmitting the Resolution.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

4. Accept the report regarding the use of the District's portable sign trailer and consider alternatives.

Interim General Manager Kutsuris – Provided a background of the message board that was purchased in 2012, as well as the current use of the sign. The board discussed the need for the permanent message sign and whether more than one sign should be purchased. The Board agreed that this issue should be evaluated further including the number of signs, possible locations, and ongoing maintenance. The General Manager recommends a policy be developed for sign usage and that the District consider purchasing a permanent informational sign. This was referred to the Communications Committee.

The Board, by consensus asked that this item be discussed at the Communications Committee and then brought to the January 2017 workshop.

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

None

**H. PRESENTATIONS**

None

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

Director Steele – Provided the details of the October 20, 2016 Byron Union School District meeting.

**J. MANAGER'S REPORTS – Discussion and Possible Action**

None

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

Interim General Manager – Provided information regarding:

- Cal Trans and the work that has been done on Highway 4. Thanked Assemblyman Jim Frasier.
- Contra Costa County Public Works placing traffic meters on the roadways in the community
- Community Center roof proceeding well
- County working on a new shade structure for Slifer Park, springtime installation
- PLC upgrades for the Willow Lake Treatment Plant and Wells 1B and 2; the project was approved by the board at the 10/5 meeting and is on track. Hope to have the bid package at the December board meeting and construction to begin in January.
- Primary effort for Staff is the Water Meter Project – schedule a special workshop for the Water Meter Project, for Tuesday, November 29, 2016 at 6:00 p.m.
- Financing for the Filtration Project is on track - Bond Counsel – working on documents and those items will be on the agenda for the December 7, 2016 board meeting, and more items on December 21, 2016 board meeting.
- Provided details regarding the "Wrap Around Financing" and the time to discuss that item will be in December.

**L. DISTRICT LEGAL COUNSEL REPORT**

Legal Counsel Attebery – Introduced new associate with Neumiller and Beardslee.

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

Director Steele – Park and Recreation Sub-Committee met and discussed the Community Center activities along with roof project – plans on working with a lifeguard program so we can develop lifeguards in our community and have training and certification locally. Also, advertise in the paper things that are going on at the Community Center and with the Town on a regular basis.

President Pease – Park and Recreation Sub-Committee also discussed the River Otters and to help them get organized and form a 501c non-profit so they can take contributions etc.

**N. CORRESPONDENCE – Discussion and Possible Action**

1. Received – East Contra Costa Fire Protection District meeting minutes – 10-03-2016
2. Received – From County Supervisor Piepho Re-establishing the Double Fine Zone on Vasco Road – 10-26-2016

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

1. The meeting adjourned at 7:23 p.m. to the next Regular meeting of December 7, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 11-17-16

<http://www.todb.ca.gov/agendas-minutes>

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# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

Tuesday, November 29, 2016

**SPECIAL MEETING 6:00 P.M.**

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### SPECIAL MEETING AT 6:00 P.M.

#### A. ROLL CALL

1. Call business meeting to order 6:00 p.m. – By President Pease
2. Roll Call – All Present

#### B. PUBLIC COMMENT

None

#### C. BUSINESS AND ACTION ITEMS

1. Accept the report and recommendations from the General Manager regarding the schedule, public outreach, logistics and financing related to the Water Meter Installation Project.

Interim General Manager Kutsuris – Provided a list of items to be discussed and asked for feedback on elements for the Water Meter Installation Project:

- Project Information
- Logistics
- Public Outreach
- Budget
- Cost to Residents – Billing Options

Interim General Manager Kutsuris stated the reasons why we are moving forward with the Water Meter Project is Assembly Bill 2572 (2004 Legislation) requires water meters on all service connections by January 1, 2025, and to charge metered customers based on volume rather than on a flat rate. After doing research the Water Meter Installation Project was reviewed in 2009 and at that time a decision of the board was to place a hold on the project due to the economy; ultimately determined that meters will be installed this Fiscal Year. The goals of the project are to ensure the District is in compliance with state law requirements that all connections have a water meter and to also promote water conservation in compliance with District and Town objectives. There are approximately 3,531 meters that will be installed as part of this project. A map was provided within the PowerPoint that outlines the properties in the western section of Discovery Bay that are already metered.

Current Activities:

- Development of the Phasing Plan
- Pre-construction logistical issues
- Development of Public Outreach and Communication Plan
- Development of Inventory Control System
- Ensure staffing support, training and organization
- Budget and financing options

Interim General Manager Kutsuris provided the details of the organizational chart which outlines construction management and inspection services, financial services, public field service, and inventory.

Luhdorff and Scalmanini Consulting Engineers Justin Shobe provided additional details regarding the bidding process, the types of meters that will be installed, along with the timeline of the water meter installation. The phasing plan will be setup into 7 phases.

Interim General Manager Kutsuris provided the construction schedule which includes the phases that will take between 2 weeks and 5 weeks and the public outreach materials will begin in early December. The construction will begin the first week in January; substantial completion on May 31, 2017 and the project completion in August of 2017. Reasonable worst case substantial completion would be July 15, 2017 assuming 20 days for rain delays and/or additional District requested work. The suggestion of starting in December was discussed along with the advantages and disadvantages. The General Manager and the Project Manager recommended a January start date and the Board concurred.

Project Manager Justin Shobe described the construction teams and the arrangement – 3 crews working (the team will be taking care of the 7 to 10 meters a day (identify, clear the area, dig out the box, and expose everything), next crew will be taking care of the setup and cleanup.

Interim General Manager Kutsuris explained how Water and Wastewater Manager Koehne will lead the Public Field Services section. Water and Wastewater Manager Koehne explained a number of obstacles that may occur at a particular residence with the installation of a new meter. The discussion continued; Water and Wastewater Manager estimated that there may be roughly 50 at the max which may have some sort of impediment.

Interim General Manager Kutsuris explained what is included within the base budget which will be charged back to residents receiving the meters:

- Cost of the meters, meter boxes, contractor and project management;
- Cost of returning the landscape and soft-scape to basic condition – that is, replacing sod, bark, or rocks.
- Easily removable stones, rocks and landscaping will be removed and replaced.

The Interim General Manager discussed that there were 4 different “types” for installation pricing - the majority were at the \$290.00 level, approximately 500 at the \$100.00 level and 400 to 500 at the \$950.00 level and 1 at the \$15,000 cost.

***The Board concurred by consensus that the Construction costs for Type 1-3 installations which vary from approximately \$100.00 to \$950.00 would be collectively included with the “base” cost which would be charged equally to residents receiving a meter.***

There was significant discussion regarding the examples of where landscaping or hardscape obstructions have been added to the right-of-way areas including retaining walls and trees. In addition, the staff reviewed specific examples of what is not included within the base budget and will be the responsibility of homeowners:

- Removal and possible replacement of synthetic turf that is blocking access: Homeowners will be requested to have their contractor remove and restore the turf;
- Removal of trees within the R/W blocking access or otherwise interfering with construction;
- Removal and replacement of retaining walls; mailboxes or other obstructions;
- Matching of hardscape material and color after replacement of meter box.

***The Board concurred that the removal of these obstructions would be the responsibility of the property owner.***

Water and Wastewater Manager Koehne explained that there are 53 units (including the Clubhouse) at Sand Bay Isle that will not have a water meter installed; research was done and the Board of Supervisors established that the Homeowners Association is responsible for the water at Sand Bay Isle. The discussion continued regarding the construction contingency and the number of water leaks.

Finance Manager Breitstein provided the details regarding the existing Billing System. The details were provided regarding the billing statement, the Xpress Bill pay System, and the Water Utility Customer Portal (EyeOnWater). There was discussion regarding the Water Utility Customer Portal and how the system shows a possible leak and the water usage of the customer.

Finance Manager Breitstein provided the details regarding the Inventory Control System that has been developed utilizing barcode readers.

Interim General Manager Kutsuris – Also explained the Public Outreach and Communication plan which was distributed.

**There was a consensus within the Board the Public Outreach Plan was appropriate.**

Finance Manager Breitstein provided options regarding Meter Installation Customer Payback:

- Staff recommends placing the payment of the water meter on the Contra Costa County Tax Roll.

Three Suggested Options

Within each option there are 4 scenarios to consider

Option 1 - Monthly billing with payback schedules of 12, 24, 36 or 48 months

Option 2 - Assumes a 1-4 year payback the payment is billed on the tax roll

Option 3 - Assumes a 3 year payback plan billed on the tax roll

**The consensus within the Board is Option 3 – 3 year (36 month) payback plan billed on the tax roll was preferred.**

The Board commended Staff and Luhdorff and Scalmanini on all of the hard work with the Water Meter Installation Project.

**D. ADJOURNMENT**

1. The meeting adjourned at 7:33 p.m. to the Regular Meeting on December 7, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-02-16

<http://www.todb.ca.gov/agendas-minutes>



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
WEDNESDAY, November 30, 2016  
SPECIAL MEETING 6:30 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**SPECIAL MEETING AT 6:30 P.M.**

**A. ROLL CALL**

1. Call business meeting to order 6:30 p.m. – By President Pease
2. Roll Call – All Present

**B. PUBLIC COMMENT**

**C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item D-1.

**D. CLOSED SESSION:**

1. Public Employee Appointment pursuant to CA Government Code Section 54957  
Title: General Manager  
(Interview Potential Candidates)

**E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Legal Counsel Attebery – The Board has reconvened from Closed Session and there is no reportable action for item D-1.

**F. ADJOURNMENT**

1. The meeting adjourned at 8:30 p.m. to the Regular Meeting on December 7, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-01-16

<http://www.todb.ca.gov/agendas-minutes>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

December 07, 2016

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Catherine Kutsuris, Interim General Manager

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 1,299,058.71

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2016/2017

AGENDA ITEM: F-5

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On December 07, 2016  
Town of Discovery Bay CSD  
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Contra Costa County Reimbursement</b>				
Comcast	8155400350357156/111	Internet Services (Z57,Z61)	11/15/16	\$90.86
Tee Janitorial & Maintenance	8545	Janitorial Service Nov 2016 (Z57,Z61)	11/16/16	\$80.00
			<b>Contra Costa County</b>	
			<b>Sub-Total</b>	<b>\$170.86</b>
<b>Water</b>				
AAA Business Supplies & Interiors	1893176-0	Workstations District Office	11/21/16	\$9,246.54
Aflac	064405/HQD09	Supplemental Insurance Nov 2016	11/27/16	\$339.18
Badger Meter	80008928	Beacon Cellular Data Oct 2016	10/31/16	\$2,192.07
Big Dog Computer	BDC33258	Water Meter Project IT Support	11/18/16	\$284.39
Big Dog Computer	BDC33263	Water Meter Project IT Support	11/18/16	\$1,600.30
Big Dog Computer	BDC33265	Audio Set Up Board Meeting	11/18/16	\$78.00
Bill Pease	NOV 2016	Expense Report Nov 2016	11/29/16	\$276.00
California Special Districts Assoc.	5678/2017	2017 Membership Dues	11/07/16	\$2,594.00
Chris Steele	NOV 2016	Expense Report Nov 2016	11/29/16	\$276.00
Cintas	185578855	Mats	11/09/16	\$6.86
Cintas	185579817	Mats	11/16/16	\$6.86
Cintas	185580753	Mats	11/23/16	\$6.86
County Of Contra Costa, Dept of Info Tec	10671	Data Processing Oct 2016	11/17/16	\$19.80
Discovery Pest Control	197292	Pest Control District Office	11/17/16	\$27.20
Fastenal Company	CABRE16023	Misc. Small Tools	11/03/16	\$21.70
Fastenal Company	CABRE16075	Misc. Small Tools	11/10/16	\$22.85
Freedom Mailing Service, Inc	30046	Water Bill Processing Oct 2016	11/04/16	\$1,037.13
HD Supply Waterworks, LTD	G369198	Meter Boxes, Water Meter Project	11/04/16	\$9,114.00
HD Supply Waterworks, LTD	G444005	Meter Boxes, Water Meter Project	11/17/16	\$11,530.96
HD Supply Waterworks, LTD	G478679	Meter Boxes, Water Meter Project	11/23/16	\$459.83
J.W. Backhoe & Construction, Inc.	2704	Paving Sand Point Ct.	11/07/16	\$6,009.42
J.W. Backhoe & Construction, Inc.	2705	Fire Hydrant Repair Beach Ct	11/07/16	\$6,045.87
J.W. Backhoe & Construction, Inc.	2707	Water Leak St. Andrews Dr.	11/08/16	\$1,424.98
J.W. Backhoe & Construction, Inc.	2709	Water Leak Clipper Dr.	11/10/16	\$1,728.26
J.W. Backhoe & Construction, Inc.	2710	Crack Sealed, Various Locations	11/10/16	\$2,337.31
King Carpet Service	19125	District Office Carpet	11/03/16	\$1,710.00
King Carpet Service	19125-2	District Office Carpet	11/17/16	\$1,709.78
Lake Movers LLC	2016	District Office Carpet	11/17/16	\$480.00
Luhdorff & Scalmanini	32207	Groundwater Sustainability Plan Aug 2016	08/28/16	\$546.00
Luhdorff & Scalmanini	32352	Urban Water Management Plan Oct 2016	10/30/16	\$700.00
Luhdorff & Scalmanini	32353	Water Meter Project Oct 2016	10/30/16	\$24,219.23
Luhdorff & Scalmanini	32353	General Services Oct 2016	10/30/16	\$9,525.10
Luhdorff & Scalmanini	32354	PLC Scada Upgrades Oct 2016	10/30/16	\$12,637.90
MailFinance	N6243118	Quarterly Postage Lease	11/15/16	\$112.01
Mark Simon	NOV 2016	Expense Report Nov 2016	11/29/16	\$276.00
Office Depot	874914982001	Office Supplies	11/02/16	\$7.37
Office Depot	876696524001	Office Supplies	11/03/16	\$108.63
Office Depot	876697712001	Office Supplies	11/03/16	\$17.83
Office Depot	878790488001	Office Supplies	11/16/16	\$9.19
Office Depot	878790576001	Office Supplies	11/16/16	\$106.26
Office Depot	880522525001	Office Supplies	11/17/16	\$87.36
Pacific Gas & Electric	1521433231-2/110916	Electric & Gas Bill 10/11/16-11/08/16	11/09/16	\$5,963.55
Pacific Gas & Electric	2943721807-5/110816	Electric & Gas Bill 10/08/16-11/07/16	11/08/16	\$32,835.09
Physio-Control, Inc.	416184919	Annual Maintenance AED Machine	11/04/16	\$102.58
R & B Company	51608995.001	General Repairs	11/10/16	\$344.11
ReliaStar Life Insurance Company	#JR52 457(B) 113016	457(b) 11/15/16-11/30/16	11/15/16	\$412.04
Rick Cannon	Birmingham Ct	Closed Account, Refund Overpayment	11/09/16	\$20.54
Ricoh USA, Inc	5045646205	Photocopier	11/17/16	\$88.08
Robert Leete	NOV 2016	Expense Report Nov 2016	11/29/16	\$322.00
Shred-IT USA-Concord	8121175667	Shredding Service	11/07/16	\$23.11
Some Gave All	NOV 2016	Expense Report Nov 2016	11/29/16	\$276.00
TASC	450775312003/1216	IRS Sec 125 Health Savings Account	12/01/16	\$241.74
TASC	IN893810	HIPPA Compliance	11/01/16	\$40.00
TASC	IN924309	Annual Administration Fees	11/17/16	\$388.40
Tee Janitorial & Maintenance	8545	Janitorial Service Nov 2016	11/16/16	\$285.60
Univar	SJ782856	Chemicals Delivered 11/02/16	11/02/16	\$213.30

Univar	SJ782857	Chemicals Delivered 11/02/16	11/02/16	\$237.00
Upper Case Printing, Ink.	11298	Water Meter Portal Flyers	11/08/16	\$296.83
Upper Case Printing, Ink.	11331	Office Supplies	11/22/16	\$47.78
Veolia Water North America	63455	Monthly O&M Fee Dec 2016	12/01/16	\$51,250.12
William Klipp	1	Service Appreciation	11/23/16	\$76.00

**Water Sub-Total \$202,402.90**

**Wastewater**

AAA Business Supplies & Interiors	1893176-0	Workstations District Office	11/21/16	\$13,869.80
Aflac	064405/HQD09	Supplemental Insurance Nov 2016	11/27/16	\$508.76
Auburn Constructors Inc.	06/1505	WWTP#2 Effluent Filtration	11/30/16	\$641,216.75
Big Dog Computer	BDC33264	PGE Funded Project-Various IT Support Roof Project	11/18/16	\$351.85
Big Dog Computer	BDC33265	Audio Set Up Board Meeting	11/18/16	\$117.00
Bill Pease	NOV 2016	Expense Report Nov 2016	11/29/16	\$414.00
California Special Districts Assoc.	5678/2017	2017 Membership Dues	11/07/16	\$3,891.00
Chris Steele	NOV 2016	Expense Report Nov 2016	11/29/16	\$418.21
Cintas	185578855	Mats	11/09/16	\$10.30
Cintas	185578855	Uniforms	11/09/16	\$14.20
Cintas	185579817	Mats	11/16/16	\$10.30
Cintas	185579817	Uniforms	11/16/16	\$14.20
Cintas	185580753	Mats	11/23/16	\$10.30
Cintas	185580753	Uniforms	11/23/16	\$14.20
County Of Contra Costa, Dept of Info Tec	10671	Data Processing Oct 2016	11/17/16	\$29.70
Discovery Pest Control	197108	WWTP#1 Pest Control	11/02/16	\$70.00
Discovery Pest Control	197292	Pest Control District Office	11/17/16	\$40.80
Enviro-S.T.A.R	10708	PGE Funded Community Center Roof Air Monitoring	11/15/16	\$2,435.00
Fastenal Company	CABRE16023	Misc. Small Tools	11/03/16	\$32.54
J.W. Backhoe & Construction, Inc.	2714	Lift Station S Repair	11/13/16	\$14,213.97
Kelly Rajala	NOV 2016	Expense Report Nov 2016	11/21/16	\$85.64
King Carpet Service	19125	District Office Carpet	11/03/16	\$2,565.00
King Carpet Service	19125-2	District Office Carpet	11/17/16	\$2,564.67
Kleinfelder, Inc.	1129561	Inspection Effluent Filtration Project	11/16/16	\$999.25
Lake Movers LLC	2016	District Office Carpet	11/17/16	\$720.00
Lakeview Business Plaza	Wellness Spa	Sewer Charge Reimbursement	11/09/16	\$1,663.64
MailFinance	N6243118	Quarterly Postage Lease	11/15/16	\$168.02
Mark Simon	NOV 2016	Expense Report Nov 2016	11/29/16	\$414.00
Office Depot	874914982001	Office Supplies	11/02/16	\$11.06
Office Depot	876696524001	Office Supplies	11/03/16	\$162.95
Office Depot	876697712001	Office Supplies	11/03/16	\$26.75
Office Depot	878790488001	Office Supplies	11/16/16	\$13.79
Office Depot	878790576001	Office Supplies	11/16/16	\$159.39
Office Depot	880522525001	Office Supplies	11/17/16	\$131.05
Pacific Gas & Electric	1181942262-4/110716	Electric & Gas Bill 10/07/16-11/06/16	11/07/16	\$3,228.61
Pacific Gas & Electric	7212115758-7/1109016	Electric & Gas Bill 10/09/16-11/08/16	11/09/16	\$29,261.23
Physio-Control, Inc.	416184919	Annual Maintenance AED Machine	11/04/16	\$153.86
ReliaStar Life Insurance Company	#JR52 457(B) 113016	457(b) 11/15/16-11/30/16	11/15/16	\$618.06
Restec Contractors, Inc.	62602	PGE Funded Community Center Roof Removal	11/15/16	\$33,601.00
Ricoh USA, Inc	5045646205	Photocopier	11/17/16	\$132.12
Robert Leete	NOV 2016	Expense Report Nov 2016	11/29/16	\$491.96
Shred-It USA-Concord	8121175667	Shredding Service	11/07/16	\$34.67
Some Gave All	NOV 2016	Expense Report Nov 2016	11/29/16	\$422.64
SWRCB	R5-2016-0565	Order R5-2016-0565 Settlement Agreement	11/02/16	\$180,828.00
TASC	450775312003/1216	IRS Sec 125 Health Savings Account	12/01/16	\$362.61
TASC	IN893810	HIPPA Compliance	11/01/16	\$60.00
TASC	IN924309	Annual Administration Fees	11/17/16	\$582.60
Tee Janitorial & Maintenance	8545	Janitorial Service Nov 2016	11/16/16	\$428.40
Upper Case Printing, Ink.	11331	Office Supplies	11/22/16	\$71.67
Veolia Water North America	63455	Monthly O&M Fee Dec 2016	12/01/16	\$76,875.19
William Klipp	1	Service Appreciation	11/23/16	\$114.00

**Wastewater Sub-Total \$1,014,634.71**

**Community Center**

**Community Center Sub-Total \$0.00**

**Grand Total \$1,217,208.47**

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On December 07, 2016**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big Dog Computer	BDC33266	Community Center-Support Services	11/21/16	\$182.92
Cintas	185578855	Uniforms	11/09/16	\$54.61
Cintas	185578855	Community Center-Mats	11/09/16	\$53.90
Cintas	185579817	Uniforms	11/16/16	\$54.61
Cintas	185579817	Community Center-Mats	11/16/16	\$59.30
Cintas	185580753	Uniforms	11/23/16	\$54.61
Cintas	185580753	Community Center-Mats	11/23/16	\$53.90
Comcast	8155400350238372/162	Community Center-Internet	11/22/16	\$170.17
Comcast	8155400350357156/111	Internet Services	11/15/16	\$57.82
Kidz Love Soccer	2016FA-F122	Community Center-Program Fees	11/15/16	\$1,831.50
Leslie's Pool Supplies, Inc.	13357489/3006-108484	Community Center-Pool Maintenance	11/01/16	\$325.00
National Aquatic Services, Inc.	2014-1937	Community Center-Pool Maintenance	08/15/16	\$460.00
Office Depot	876040122001	Community Center-Office Supplies	11/01/16	\$11.84
Office Depot	876040194001	Community Center-Office Supplies	11/01/16	\$72.12
Office Depot	876040195001	Community Center-Office Supplies	11/01/16	\$5.20
Pacific Display, Inc.	3602	Installation Of Holiday Lighting & Decorations	11/07/16	\$1,714.00
Pacific Gas & Electric	0869258994-1/110816	Electric & Gas Bill 10/06/16-11/07/16	11/08/16	\$527.10
Pacific Gas & Electric	5702839598-6/110816	Community Center-Electric & Gas Bill 10/06/16-11/07/16	11/08/16	\$1,178.70
Pacific Gas & Electric	5939734421-5/111516	Electric & Gas Bill 10/15/16-11/15/16	11/15/16	\$7,708.02
Tee Janitorial & Maintenance	8545	Janitorial Service Nov 2016	11/16/16	\$720.00
Tee Janitorial & Maintenance	8545	Community Center-Janitorial Service Nov 2016	11/16/16	\$260.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 10/01/16-10/31/16	10/31/16	\$51.99
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 10/01/16-10/31/16	10/31/16	\$354.85
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 10/01/16-10/31/16	10/31/16	\$25.72
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 10/01/16-10/31/16	10/31/16	\$551.60
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 10/01/16-10/31/16	10/31/16	\$477.06
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 10/01/16-10/31/16	10/31/16	\$298.80
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 10/01/16-10/31/16	10/31/16	\$107.34
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 10/01/16-10/31/16	10/31/16	\$39.40
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 10/01/16-10/31/16	10/31/16	\$184.76
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 10/01/16-10/31/16	10/31/16	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 10/01/16-10/31/16	10/31/16	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 10/01/16-10/31/16	10/31/16	\$64.96
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 10/01/16-10/31/16	10/31/16	\$69.70
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 10/01/16-10/31/16	10/31/16	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 10/01/16-10/31/16	10/31/16	\$71.28
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 10/01/16-10/31/16	10/31/16	\$256.14
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 10/01/16-10/31/16	10/31/16	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 10/01/16-10/31/16	10/31/16	\$25.18
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 10/01/16-10/31/16	10/31/16	\$25.18
Town of Discovery Bay, CSD	487	Zone 8 Payroll Reimbursement Sept 2016	11/23/16	\$27,362.69
Town of Discovery Bay, CSD	490	Zone 8 Payroll Reimbursement Oct 2016	11/23/16	\$29,162.11
<b>Total</b>				<b>\$74,789.60</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On December 07, 2016**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185578855	Uniforms	11/09/16	\$55.08
Cintas	185579817	Uniforms	11/16/16	\$56.83
Cintas	185580753	Uniforms	11/23/16	\$55.08
Comcast	8155400350357156/111	Internet Services	11/15/16	\$16.52
Pacific Gas & Electric	0403377952-3/110716	Electric & Gas Bill 10/07/16-11/06/16	11/07/16	\$46.76
Tee Janitorial & Maintenance	8545	Janitorial Service Nov 2016	11/16/16	\$280.00
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 10/01/16-10/31/16	10/31/16	\$134.20
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 10/01/16-10/31/16	10/31/16	\$461.54
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 10/01/16-10/31/16	10/31/16	\$226.12
Town of Discovery Bay, CSD	488	Zone 9 Payroll Reimbursement Sept 2016	11/23/16	\$3,864.98
Town of Discovery Bay, CSD	491	Zone 9 Payroll Reimbursement Oct 2016	11/23/16	\$1,863.53
			<b>Total</b>	<b>\$7,060.64</b>



# Discovery Bay Public Financing Authority AGENDA REPORT

**Meeting Date**  
  
December 7, 2016

**Prepared By:** Dina Breitstein, Finance Manager  
**Submitted By:** Catherine Kutsuris, Interim General Manager

**Agenda Title**

Contract with Croce, Sanguinetti & Vander Veen to perform the annual independent financial audit for Fiscal Year 2015-16 in an amount not to exceed \$26,250.00.

**Recommended Action**

Staff recommends that the Board approve engagement with Croce, Sanguinetti & Vander Veen to perform the annual independent financial audit and submission of financial reports to the California State Controller's Office for fiscal year ending June 30, 2016 for the Town of Discovery Bay Community Services District and the Discovery Bay Public Financing Authority.

Government Code 53891. (a) States that the officer of each local agency who has charge of the financial records shall furnish to the Controller a report of all the financial transactions of the local agency during the preceding fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available. The report shall be furnished within seven months after the close of each fiscal year and shall be in the form required by the Controller. A local agency shall submit to the Controller information on annual compensation, as described in subdivision (l) of Section 53892, for the previous calendar year no later than April 30th.

The Town of Discovery Bay, CSD and the Discovery Bay Public Financing Authority complies with this requirement on an annual basis and hires an independent auditing firm to perform the annual financial audit. Croce, Sanguinetti & Vander Veen will perform the audit for fiscal year 2015-2016 for The Town of Discovery Bay Community Services District and for the Discovery Bay Public Financing Authority for fiscal year ending June 30, 2016.

Croce, Sanguinetti & Vander Veen will provide the following for Fiscal Year Ending June 30, 2016:  
Annual Audit for the Town of Discovery Bay, Community Services District \$24,950  
Preparation and submission of the Town of Discovery Bay, CSD Financial Transaction Reports \$850.00  
Preparation and submission of the Discovery Bay Public Financing Authority Financial Transaction Reports \$450.00

**Fiscal Impact:**

Amount Requested \$ N/A  
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)  
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

**Previous Relevant Board Actions for This Item**

**Attachments**



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

December 7, 2016

**Prepared By:** Mac Kaiser, Recreation Program Supervisor

**Submitted By:** Catherine Kutsuris, Interim General Manager

### Agenda Title

Request from the "Tennis-Pickleball Committee" to alter the District's decision to convert Tennis Courts 3 and 4 to Pickleball.

### Recommended Action

Approve staff recommendation to maintain the Community Center tennis courts 3 and 4 for tennis only, maintain the Cornell Park Pickleball Court/Tennis Court as currently configured, and as the approved list of eligible projects for the PG&E funding is completed, to revisit the currently approved allocation of funding for resurfacing Community Center tennis courts 3 & 4 and reallocate those remaining funds to finding a midterm solution for the expansion of Pickleball on to the Cornell Park Tennis Court.

### Executive Summary

On June 1, 2016, the Discovery Bay Tennis-Pickleball Committee presented a written proposal to the Town of Discovery Bay Board of Directors regarding an alternative proposal for the conversion of the Community Center Tennis Courts 3 and 4 to Pickleball use.

Per the correspondence and written proposal to the Town of Discovery Bay Board dated April 20, 2016 a committee of local citizens of both tennis and Pickleball players recently formed a committee to offer advice to elected Town officials on the proposed modifications for the current Community Center Tennis Facilities and the Pickleball/Tennis facility at Cornell Park.

Based on the Tennis-Pickleball Committee discussions with current users of both the Community Center Tennis Courts and the Cornell Park Pickleball/Tennis facilities, the Discovery Bay Tennis/Pickleball 2016 Committee is proposing the following phased approach:

- Maintain the current Pickleball configuration at Cornell Park and convert the remaining single Cornell Park tennis court to four additional Pickleball courts while repairing tennis courts 3 and 4 at the Community Center at a future time when funds become available for tennis only.
- Fence the Community Center tennis courts and dog-park off from the balance of the park area so entrance to these areas is open to the public during daylight times throughout the week.
- When the funds become available, more extensively fence the pool area to make a swim complex to be controlled through the Community Center building, leaving the balance of the park area, including picnic areas, barbecue area, the dog-park and tennis courts open to the public similar to a small version of the swim park in Brentwood.

On November 15, 2016, staff met with a representative from the Discovery Bay Tennis program and the Discovery Bay Pickleball program in response to the written proposal dated April 20, 2016. A sharing of information and ideas occurred with all parties agreeing to the following;

Change the previous decision that the two tennis courts at the Discovery Bay Community Center be converted to Pickleball and instead recommend that they be retained as tennis courts and that they be upgraded as funding may be available, and to retain the current configuration of the Pickleball and Tennis courts at Cornell Park for the time being.

"Continued to the next page"

Additionally, to the extent that there are remaining PGE funds after the conclusion of the roof project and the other approved projects, evaluate whether there is sufficient funding for a midterm solution in adding additional Pickle Ball court space at Cornell Park.

Therefore based on the outcome of the November 15, 2016 meeting, staff recommends maintaining the Community Center tennis courts 3 and 4 for tennis only, maintain the Cornell Park Pickleball Court/Tennis Court as currently configured, and as the approved list of eligible projects for the PG&E funding is completed, to revisit the currently approved allocation of funding for resurfacing Community Center tennis courts 3 & 4 and reallocate those remaining funds to finding a midterm solution for the expansion of Pickleball on to the Cornell Park Tennis Court.

**Fiscal Impact:**

**Amount Requested \$ None**

**Sufficient Budgeted Funds Available? (If no, see attached fiscal analysis)**

**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

**Previous Relevant Board Actions for This Item**

None

**Attachments**

Letter - Discovery Bay Tennis – Pickleball 2016 Committee

**AGENDA ITEM: G-1**

MAY 06 2016

## Discovery Bay Tennis - Pickleball 2016 Committee

4/20/2016

Catherine Kutsuris  
Interim Town Manager  
Town of Discovery Bay  
Error! Bookmark not defined.1800 Willow Lake Rd.  
Discovery Bay, CA 94505

Dear Catherine,

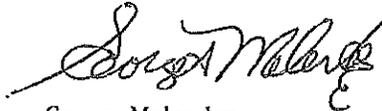
A committee of local citizens has created the attached recommendations in response to ideas that have circulated about potential funds that may be available to improve some of the pickleball and tennis facilities in our community. We wish to be included on the Boards agenda to make a presentation of these recommendations for the June 1<sup>st</sup> board meeting. Would you confirm when our request has been approved.

If you need any additional information from us please give one of us a call.

Sincerely,



Randi Laforge  
[Randi.laforge@comcast.net](mailto:Randi.laforge@comcast.net)  
925-234-1171



George Melendez  
[keokimelen@yahoo.com](mailto:keokimelen@yahoo.com)

CC: Bill Pease, President  
Robert Leete, Vice President  
Kevin Graves, Director  
Mark Simon, Director  
Chris steele, Director

# Discovery Bay Tennis – Pickleball 2016 Committee

Proposal To: Town of Discovery Bay Board  
Subject: Tennis Court to Pickleball Conversion  
Date: April 25, 2016

**Background:** The following signatories represent a committee of Discovery Bay residents who actively use the towns tennis and pickleball courts. This committee was formed to offer advice to our elected leaders on the proposed modifications to some of the current Community Center facilities, particularly the tennis and pickleball courts.

The committee has met several times and discussed the proposal to convert the Community Center tennis courts 3 & 4 to pickleball use and the earlier pickleball group proposal to convert the tennis court in Cornell Park to four pickleball courts.

The attached exhibit 1 covers the reasoning both the tennis players and the pickleball players wish to keep pickleball at Cornell and have only tennis at the Community Center.

The committee also asked most of the current tennis and pickleball players their thoughts on the two proposals and it was almost unanimous that the community would be best served by keeping all pickleball at Cornell and fixing tennis courts 3 & 4 at a future time when funds became available. Because of this we circulated different petitions with each playing group, The Early Birds, The ladies tennis team, men's tennis and the pickleball players and they are attached for your perusal.

**Proposal:** From our discussions and the support we received from the players we developed the following phased plan to be done as funds become available. With the long term plan based on the overall concept to end up with what the playing community of tennis and pickleball players feel are the best facilities for their respective sports and a well protected swimming facility and the communities ability to use a larger part of the Community Center recreational property as a park, as in the rest of the community.

✓ • Phase I

- Convert Cornell park tennis court to four pickleball courts.

✓ • Phase II

- Fence Community Center tennis courts and dog-park from balance of park area so entrance to these areas is open to the public during daylight times. To aid in security and keep operating costs down install a programmable auto lock gate system to open at dawn and close at dusk as was previously discussed by staff and improve fencing along rear water way.

✓ • Phase III

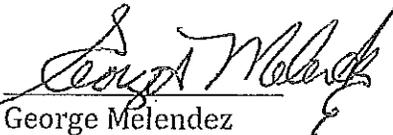
- When funds become available, more extensively fence the pool area to make a swim complex to be controlled through the Community Center building. This to leave the balance of the park area, including picnic areas, barbecue area, the dog-park and tennis courts open to the public as the other parks. This would be a small version of the swim park in Brentwood.

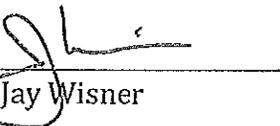
Comments: About other issues that have been raised.

- Tennis availability at Cornell park
  - Tennis would be available during all daylight hours at the Community Center and Discovery Bay is small enough that all can easily reach this central tennis facility. And it is expected that at some time in the future the lighted courts will be restored.
- Water safety issues at the back of the Community Center Park area
  - This to be mitigated with the updated fencing in phase II and in our water community we are all exposed to many water areas.

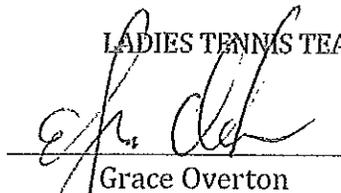
Respectfully Submitted,

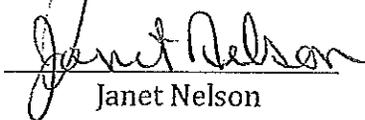
MENS TENNIS

  
George Melendez

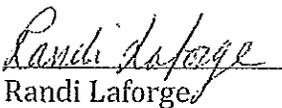
  
Jay Wisner

LADIES TENNIS TEAM

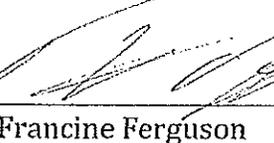
  
Grace Overton

  
Janet Nelson

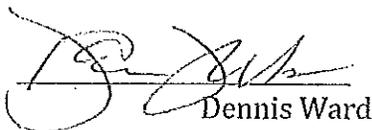
PICKLEBALL

  
Randi Laforge

  
Mario Sarabia

  
Francine Ferguson

EARLY BIRDS TENNIS

  
Dennis Ward

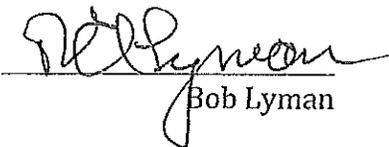
  
Bob Lyman

Exhibit 1

**WHY THE TENNIS/PICKLEBALL COMMUNITY THINKS NEW  
PICKLEBALL COURTS SHOULD BE AT CORNELL PARK**

- Tennis players feel that having pickleball and tennis at a common facility creates a commotion and noise issue that makes it extremely difficult to concentrate playing tennis.
- Tennis play at the moment is fine using 6 courts and the tennis players are 100% supportive of using the funds to add the pickleball courts at Cornell Park leaving improvements to courts 3 & 4 for the future.
- Pickleball has grown and in need of additional courts and the players desire is to convert the tennis court at Cornell to 4 courts creating a 6 court facility.
- In the future when the Community Center tennis courts 3 & 4 are improved it is our opinion that Discovery Bay would have a gem of a tennis facility to hold tournaments and would make it the best public tennis facility in Contra Costa County.

TODB Board Of Directors:

Bill Pease, Pres Robert Leete, VP Kevin Graves Mark Simon Chris Steele

Gentlemen,

Date: 3/26/2016

The undersigned represent a long time Discovery Bay tennis group known as the "Drop-In" who have been playing on the tennis courts on the weekends currently owned by the Town of Discovery Bay since there existence..

We have become aware of a proposal to convert a couple of tennis courts into pickleball courts. While we know many of the pickleball players, enjoy their company and support our community providing this additional form of recreation, we wish to strongly register our opposition to moving pickleball play adjacent to the tennis play. The noise that comes from pickleball play makes it extremely hard to concentrate while playing tennis

Name	Signature
1. <u>Darren Dorton</u>	<u>Darren Dorton</u>
2. <u>Cynthia Sebastian</u>	<u>Cynthia Sebastian</u>
3. <u>FRANCIS SEBASTIAN</u>	<u>Francis Sebastian</u>
4. <u>Kew PERLICKS</u>	<u>Kew Perlicks</u>
5. <u>ARNOLD PLONCZAK</u>	<u>Arnold Plonczak</u>
6. <u>Pick Manix</u>	<u>Pick Manix</u>
7. <u>LINDA LEVINE</u>	<u>Linda Levine</u>
8. <u>ROIS PERLICKS</u>	<u>Rois Perlicks</u>
9. <u>Anita Sparks</u>	<u>Anita Sparks</u>
10. <u>Gene [unclear]</u>	<u>Gene [unclear]</u>
11. <u>MARTIN KOBOLD</u>	<u>Martin Kobold</u>
12. <u>George Melendez</u>	<u>George Melendez</u>
13. <u>Jay Wisner</u>	<u>Jay Wisner</u>

Town Of Discovery Bay Board Of Directors:

Bill Pease, Pres Robert Leete, VP Kevin Graves Mark Simon Chris Steele

Gentlemen,

Date: 4/1/16

We are some of the current active pickleball players who play at the Discovery Bay pickleball courts.

We continue to attract more players to the game of pickleball and in January proposed adding to the courts at Cornell Park. We now know that there has been discussion about converting tennis courts to pickleball at the Community Center. After discussions with several in the tennis community we wish to clearly state that our strong preference is to convert the tennis court at Cornell and not move our play adjacent to tennis play.

Respectfully submitted:

Randi Laforge	Bob Lyman	CAROL DEMARS
<u>Randi Laforge</u>	<u>Bob Lyman</u>	<u>Carol Demars</u>
David Smuckler	David Smuckler	
Lee Sun	Lee Sun	
Wayne DAnno	Wayne DAnno	
DAVE DEMARS		
Nancy Hoffman		
<u>Richard Laforge</u>	<u>RICHARD LAFORGE</u>	<u>Wanda D'Amico in DB</u>
<u>RM Giles</u>	<u>LARRY MEELEORAC</u>	<u>Tommy</u>
<u>Laura Roe</u>	<u>LISA TROBISKEY</u>	<u>Alma Schmitt</u>
<u>Jerry P.</u>	<u>Laura L. Roe</u>	<u>Marie Grant</u>
<u>RANDY ZIERAU</u>	<u>TERRY SILVA</u>	
<u>Randy Zierau</u>	<u>GARY TUCKER</u>	<u>LIZ CLOUGH</u>
<u>Mario Sabido</u>	<u>Jim Freese</u>	<u>Jim Clough</u>
<u>Mario Sabido</u>	<u>Mary Freeman</u>	<u>Allen Letts</u>
	<u>Jim Freese</u>	<u>Dorbie Ferrill</u>

John A. [unclear]  
[unclear]

[unclear]

JEFF SOUCE

G. Hubbert

George Hubbert

Marie Wilson

Marie Wilson

[unclear]

Francine Ferguson

Town of Discovery Bay Directors  
Gentlemen,

Date: 4/15/16

The undersigned represent a long time Discovery Bay tennis group known as the "Early Birds" who have been playing on the tennis courts currently owned by the Town of Discovery Bay for many years.

We have become aware of a proposal to convert a couple of tennis courts into pickleball courts. While we know many of the pickleball players, enjoy their company and support our community providing this additional form of recreation, we wish to strongly register our opposition to moving pickleball play adjacent to the tennis play. The noise that comes from pickleball play makes it extremely hard to concentrate while playing tennis.

Thank you for listening;

FRANCIS SEBASTIAN

*Francis Sebastian*

*Alfred A. Arsenault*

ALFRED A. ARSENAULT

*Nancy Moore*

Frank Tiedt

*Frank Tiedt*

MARLAN AVERETT

*Marlan Averett*  
Cynthia Sebastian

Philip Taylor

*Philip Taylor*

Kelli Nunn

*Kelli Nunn*

Jessica Jovan

*Jessica Jovan*

DEWIS WARD

*DT Snyder*

Jessica Jovan

*Jessica Jovan*

*DT Snyder*

*DT Snyder*

Beverly Bounet

*Beverly Bounet*



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

December 7, 2016

**Prepared By:** Catherine Kutsuris, Interim General Manager  
**Submitted By:** Catherine Kutsuris, Interim General Manager

### Agenda Title

Approve an amendment to the General Services Contract with Luhdorff and Scalmanini Consulting Engineers increasing the payment amount by \$185,000.00 to provide for project management, construction management and inspection services for the Water Meter Installation Completion project.

### Recommended Action

Authorize the Interim General Manager to execute a contract amendment with Luhdorff and Scalmanini Consulting Engineers to increase the payment amount by \$185,000 for project management, construction management and inspection services related to the Water Meter Installation Completion Project.

### Executive Summary

The District determined that the Water Meter Installation Completion project would be a Fiscal Year 2016/17 activity. The District recently completed the bid process for the construction portion of the project and, on November 2, 2016, accepted the recommendation to award the contract to J.W. Backhoe and Construction Inc.

On November 29, 2016, the Board held a workshop to review in more detail the status of the various elements of the project including, logistics, pre-construction activities, public communication and outreach, inventory controls, billing and financial issue, and staffing. Luhdorff and Scalmanini Consulting Engineers has been assigned Project Manager and Construction Management duties. In addition, the firm has made available a secondary inspector for the project. The District has an existing general services contract with Luhdorff and Scalmanini Consulting Engineers. This contract may be amended to provide for the additional services.

### Fiscal Impact:

**Amount Requested**  
**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**  
**Prog/Fund # Category:**

### Previous Relevant Board Actions for This Item

August 3, 2016 Board Meeting

### Attachments

AGENDA ITEM: G-2

Client: Town of Discovery Bay CSD Project: Construction Phase for Water Meter Project Estimated By: Shobe Date: 16 November 2016					Lubdorff & Scalmanini Consulting Engineers Woodland, CA	
Task	LSCE Billing Level	Senior Engineer	Project Engineer	Engineering Inspector	Summary	SCOPE ASSUMPTIONS (see note 1)
	Billing Rate (\$/hr)	\$175	\$167	\$90		Hours Description
1 Project Management	Labor					
	LSCE (hours)	206				48 Run Staff Meetings (weekly Phone Conf.)
	LSCE (cost)	\$36,050			\$36,050	36 Coordinate with personell inventory, Financial and Public Field Service
	Miscellaneous					26 Database management
	Travel				\$0	Construction Meetings
	Subsistence				\$0	12 Pre-Con meeting agenda and preparation
	Subtotal		---	---	\$36,050	84 Run Monthly Coordiantion meetings, participate in weekly construction mtg
2 Construction Management	Labor					
	LSCE (hours)		312			8 Pre-con meeting
	LSCE (cost)		\$52,104		\$52,104	80 Project initiation - 2 weeks setup inspection protocols and kickoff
	Miscellaneous					176 weekly construction meetings (site visits once per week)
	Travel (for project)				\$8,112	48 questions from contractor, RFI, inspector oversight, coordination with PM
	Subsistence (for project)				\$1,280	
	Subtotal		---	---	\$61,496	
3 Inspections	Labor			8		
	LSCE (hours PER DIEM)					<u>Per Diem Includes</u>
	LSCE (cost PER DIEM)			\$720	\$720	8 hours of field, plus travel time
	Miscellaneous					lodging, if multiple days in a row
	Travel (PER DIEM)				\$190	mileage and subsistence
	Subsistence (PER DIEM)				\$40	<u>Total Budget Estimate includes</u>
	Subtotal (PER DIEM)				\$950	480 3 months full time (160 hours per month)
	Subtotal (est. for Project)		---	---	\$85,500	240 3 months half time (80 hours per month)
<b>TOTAL COST ESTIMATE</b>					<b>\$183,046</b>	

Notes

(1) 6-month construction period is assumed for budgeting purposes (i.e number of visits, meetings, management duties, etc.)



# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

December 7, 2016

**Prepared By:** Dina Breitstein, Finance Manager  
**Submitted By:** Catherine Kutsuris, Interim General Manager

### Agenda Title

Accept the report from Saul Rosenbaum, the District's Financial Advisor, regarding key terms for the proposed Wastewater Revenue Bonds, and provide direction related to amortization and redemption options.

### Recommended Action

It is recommended that the Board consider the advantages and disadvantages of various key terms relating to the amortization and redemption provisions of the proposed Wastewater Revenue Bonds, and provide direction as appropriate.

### Executive Summary

In 2014, the Regional Water Quality Control Board (RWQCB) conditioned the Town's renewal of its NPDES Permit upon the requirement to construct Title 22 filtration facilities. The Filtration Project, per the terms of the permit, must be completed no later than December 31, 2017.

Accordingly, the Town of Discovery Bay's Wastewater Enterprise requires capital improvements whose funding source is expected to be Wastewater Revenue Bonds. The Wastewater improvements will include the Title 22 Filtration at an expected cost of \$7.4MM.

At its meeting on October 5, 2016, the Board approved the engagement of a bond underwriter and authorized District staff to proceed with the implementation of a financing plan and necessary steps resulting in, subject to future Board consideration, the issuance of wastewater revenue bonds.

The specific items to be discussed pursuant to this report involve (i) the amortization of the proposed bonds; and, (ii) the redemption provisions of the proposed bonds.

**Amortization:** As discussed at the October 5, 2016 Board meeting, the District can elect to amortize the principal of the proposed bonds in a variety of ways. One common alternative is to amortize the proposed bonds in a manner which generates level debt service over the expected term of the proposed bonds (thirty years/ 2047). Another common alternative is to amortize the proposed bonds in a manner which, *when combined with the portion of the Series 2012 Bonds that are allocable to the Wastewater Enterprise*, generates level debt service over the expected term of the Series 2012 Bonds (2042) and proposed bonds (2047). To achieve the latter alternative, the proposed bonds would "wrap" around the *portion of the Series 2012 Bonds' that are allocable to the Wastewater Enterprise*. Please refer to the exhibit attached hereto for a summary of the consequences associated with various amortization alternatives.

**Redemption Provision:** As discussed at the October 5, 2016 Board meeting, an *ordinary* redemption provision permits the District to redeem the bonds in ten years at 100% (par). The District previously expressed a desire to examine an *extraordinary* redemption provision that would be triggered in the event of a significant uptick in development fees related to a specific area of the District and thus permit the bonds to be redeemed in five years. In general, bondholders require additional compensation in the form of higher interest rates in exchange for a provision that might result in their bonds being "called" earlier than permitted by an ordinary redemption provision.

"Continued to the next page"

An interest rate penalty is associated. Please refer to the exhibit attached hereto for a summary of the consequences associated with various redemption alternatives.

**Fiscal Impact:**

**Amount Requested**

**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**

**Prog/Fund # Category:**

**Previous Relevant Board Actions for This Item**

**Attachments**

Exhibit Title 22 Filtration Project

**AGENDA ITEM: G-3**

**PRAGER & Co., LLC**

INVESTMENT BANKERS

# Title 22 Filtration Project Debt Service Amortization and Early Redemption Alternatives

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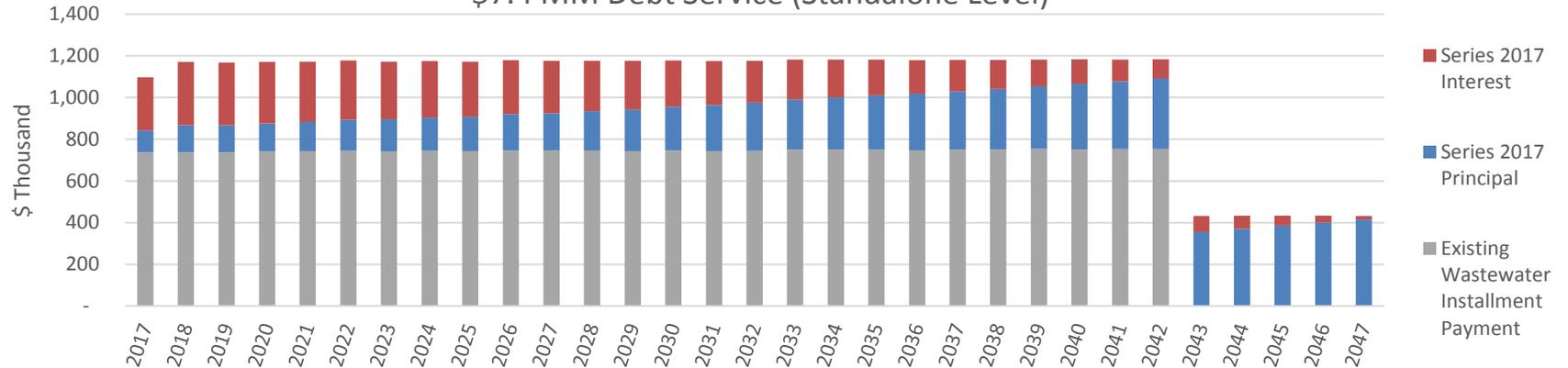
December 7, 2016

Agenda Item G-3

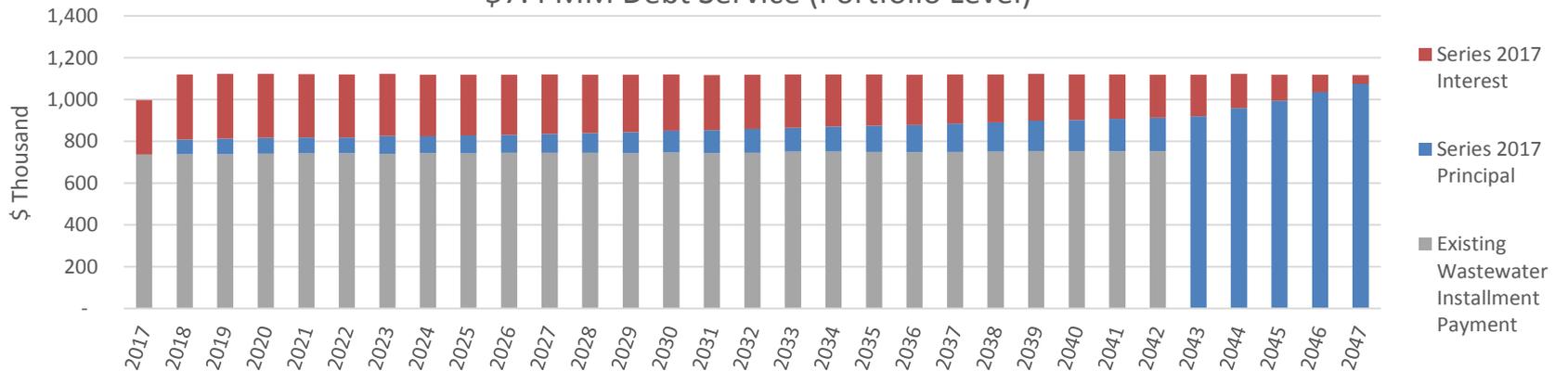
# Overview of Amortization Options: *Standalone Level vs. Portfolio Level*

Category	Standalone Level	Portfolio Level
Average Annual Debt Service	\$431K	\$373K '17-'42, then \$1,121K '43-'47
All-In-TIC	4.18%	4.30%

\$7.4 MM Debt Service (Standalone Level)



\$7.4 MM Debt Service (Portfolio Level)



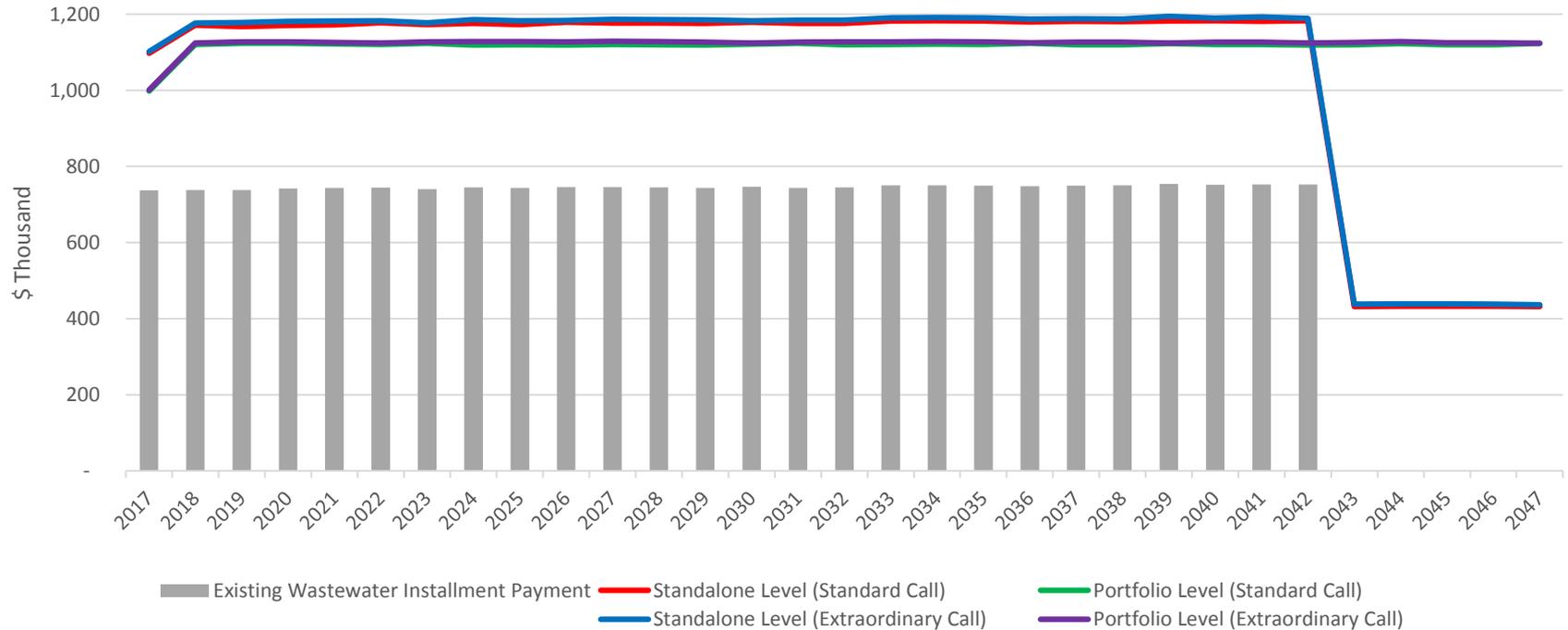
- Notes:
1. Debt portfolio as of FY2016.
  2. Assumes December 1 principal payments.
  3. Assumes net proceeds of \$7.4MM, cost of issuance of \$250,000, underwriter discount of \$4.00/\$1,000, and no debt service reserve fund.

Agenda Item G-3

# Overview of Redemption Alternatives: Standard Call Provision vs. Extraordinary Call Provision

Category	Standalone Level		Portfolio Level	
	Standard Call	Extraordinary Call	Standard Call	Extraordinary Call
Average Annual Debt Service	\$431K	\$440K	\$373K '17-'42, then \$1,121K '43-'47	\$378K '17-'42, then \$1,125K '43-'47
All-In-TIC	4.18%	4.32%	4.30%	4.40%

Debt Service Options



**Notes:**

1. Debt portfolio as of FY2016.
2. Extraordinary call provision permits redemption in 5 years with interest rate premium of 5 bps.
3. Assumes December 1 principal payments.

Agenda Item G-3

## Critical Events

Week of:	Activity
December 5	Working Group call #2: document review call
	Provide credit materials to rating agency
	Issuer and TODB Board considers Series 2017 Enterprise Revenue Bonds (12/7)
December 12	Federal Open Market Committee (FOMC) meeting (12/13-12/14)
	Circulate revised drafts of legal & disclosure documents
December 19	Rating agency call/meeting
	Working Group call #3: document review call
	<b>Christmas Holiday</b>
January 2	Receive rating assignment
January 9	Due Diligence call
	Distribute POS to investors
January 16	Pre-pricing call (1/18)
	Bond pricing (execute bond purchase contract) (1/19)
	Circulate first draft of Tax Certificate
	Final Official Statement delivered to printer
January 23	FOMC meeting (1/30-2/1)
	Pre-closing (1/30)
	Closing (1/31)

*Notes:*

- Schedule is preliminary and is subject to change.*

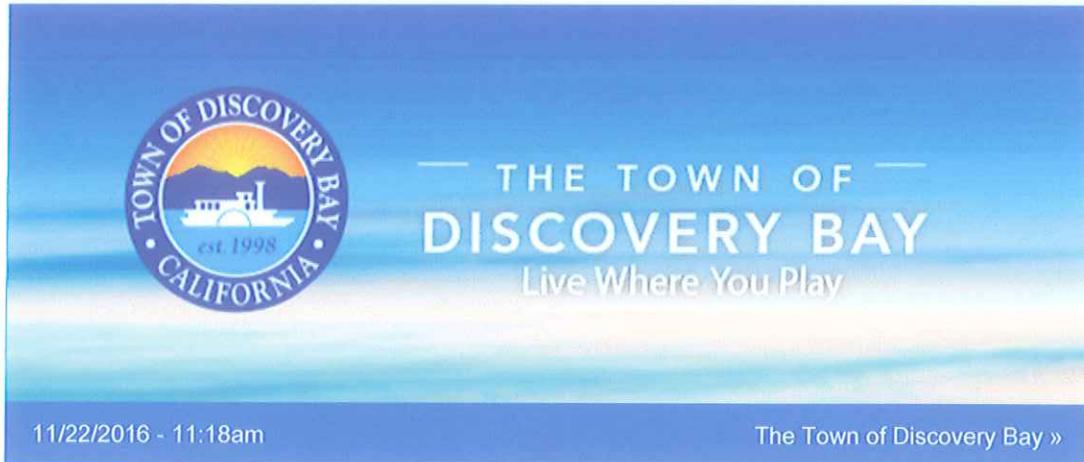
Agenda Item G-3

## Legal Disclaimers

1. This presentation is for your internal use alone, for the limited purpose of assisting an evaluation of your potential interest in the strategies described, and is confidential as to third parties (with the exception that there is no limit on any disclosure of the US tax treatment or tax structure of any transaction). This material may not be given to third parties without our prior written consent. Information regarding values should not be relied on for maintaining books and records.
2. This presentation is not a recommendation. This presentation is an indication of a hypothetical new issue pricing range taking into consideration current market conditions, and/or information regarding a range of hypothetical interest rates or debt service requirements for a new-money debt with various maturities based on certain assumptions.
3. This presentation is not contractual, not a research report nor an offer to buy or sell or a solicitation of an offer to buy or sell any security or interest. Contractual obligations will be created only by formal written agreement. Information regarding pricing, interest rates, and transaction costs is preliminary and indicative only.
4. Except as compelled by applicable law we make no warranty, express or implied of any nature as to any information or technique herein and do not guarantee satisfactory results. In no event may we be liable for any special or consequential damages that may be incurred in using the data provided. Before entering into any transaction, you must independently determine the economic risks, and your institution's ability to assume the risks. Senior management should be involved in or informed as to this process.
5. Risk assessment of derivative products is complex. One must also consider the implications of accounting and financial disclosure rules such as the FASB requirements for mark-to-market procedures or the extensive GASB reporting requirements.
6. We are not lawyers, accountants or tax specialists; you should seek and rely on independent advice as to such matters from properly qualified firms or individuals.
7. This presentation contains "forward-looking statements" (within the meaning of the Securities Act of 1933 and the Securities Exchange Act of 1934, which statements can be identified by the use of terminology such as "may", "will", "should", "expect", "project", "estimate". The assumptions underlying forward looking statements may involve known and unknown risks and uncertainties that could cause actual results, performance or events to differ materially from those expressed or implied in such statements. For example, inputs concerning pricing, interest rates, and transaction costs are necessarily preliminary and indicative. Long term projections are not predictions of what is going to happen. Their purpose is to develop an analytical construct that will demonstrate to decision makers the potential long term impacts of today's financial decisions. Inherent risks and uncertainties include, but are not limited to general economic, market or business conditions; the opportunities (or lack thereof) that may be presented to or pursued by you; changes in laws or regulations; and other factors, many of which will be beyond your control.

Agenda Item G-3

**From:** cmccool@todb.ca.gov on behalf of The Town of Discovery Bay <cmccool@todb.ca.gov>  
**Sent:** Tuesday, November 22, 2016 11:19 AM  
**To:** Carol McCool  
**Subject:** Form submission from: Contact us



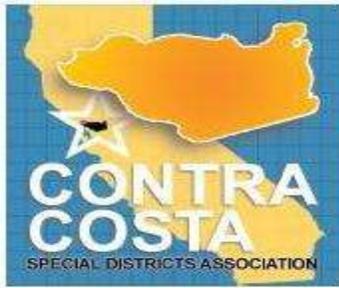
WEBFORM SUBMISSION

Submitted by anonymous user:  
[166.255.121.132]

94505

Message:

A lot of theft and malicious Mischief happening in our community. The Co.Co. County S.O. is reactive rather than proactive to these issues. They have a huge area to cover and the local office never has anyone inside or any patrol units visible. Has anyone thought of doing like Santa Cruz did for their community and work with a third party Security firm to actively patrol D.C. on a 24 bases. I found out that this costs the home owners less than \$10.00 a month and crime has dropped to almost nothing. I would hope our Town Leader hear my concerns and look into this option. I know the company being used in Santa Cruz, First Security, is sanctioned through the local Police.



## Quarterly Meeting Minutes

10.17.2016	Meeting Time: 10:00 a.m.	Central Contra Costa Sanitary District Multi-Purpose Room 5019 Imhoff Place, Martinez, CA 94553
Meeting called by	Chair Bette Boatman called meeting to order at 10:08 a.m.	
Minutes	Suzette Crayton, Executive Assistant Central Contra Costa Sanitary District	
Attendees	Thirty-Seven (37) Attendees (Sign In Sheet Attached)	

### Welcome and Introductions

Each representative introduced themselves. It was announced that Pleasant Hill Park and Recreation appointed a new General Manager, Michelle Lacy. The ribbon cutting for the biggest conservation district project was mentioned. Also Dan McIntyre from the Dublin-San Ramon Services District, has been there six months as General Manager and Tad Pilecki of the Central Contra Costa Sanitary District has now served 30 years total service as a Board Member and Engineering Manager.

### Approval of July 18, 2016 Meeting Minutes

The minutes were approved.

### Guest Speaker: Randy Record of the Metropolitan Water District of Southern California - represents the board for the Eastern Municipal Water District

Title of presentation was "What are Metropolitan Water District of Southern California's plans for the two delta islands they have purchased?" Questions followed with a discussion.

### Proposed By-Laws Changes

Stan Caldwell highlighted the by-law changes. They were then voted on and the changes were passed.

### Scholarship and Grant Program Update

John Burgh stated that an awards dinner was held last month and awards went to teachers. He also stated that the committee will be seeking further input from members at the January 2017 meeting.

## LAFCO Representative Report

Commissioner Mike McGill stated that the second round of Municipal Service Reviews for fire districts were approved October 12<sup>th</sup>. Doctors Hospital closed and has outstanding debt so trying to figure out how to proceed. Negotiating a sale on the hospital building. Igor Skaredoff then followed up on a few of McGill's points. Emily Barnett provided an update on the Little Hoover Commission. She stated that there is a great deal of focus on health care districts. Barnett will provide a link to the information for Crayton to forward to members.

## East Bay Regional Park District: Park Advisory Committee Report: Contra Costa LAFCO Executive Director Lou Ann Texeira

Lou Ann Texeira went over highlights from her update that was sent out to members ahead of the meeting. She stated that she will be stepping down. Texeira also talked about the Bay Area Backyard Collective and stated that she would send out some information on it. Boatmun then added that if anyone was interested in the Park Advisory Committee appointment, to let her know.

## Legislative Committee Report

Dane Wadle provided a CSDA update also. He felt like CSDA had a successful year in regards to opposing bills. AB2257 passed so after January 2019, links to government agendas need to be on each agencies website home page. Wadle said that SB272 went into effect July 1<sup>st</sup>, which means cataloguing all enterprise systems, and he said that a number of agencies are still not in compliance. Wadle also stated that CSDA may designate a new field coordinator to attend CCSDA meetings.

## Member District Highlight: Cecilia Goff from the Byron-Brentwood-Knightsen Union Cemetery District and Patricia Howard with the Alamo-Lafayette Cemetery District

Provided District highlights on the various cemetery districts and also talked about property tax districts. There are rules to allow non-residents to purchase space. Over 290 public cemeteries in California. They also talked about differences between public/private cemeteries.

## Old/New Business

Ed Duarte presented several awards given out at the recent CSDA state conference; one to Tad Pilecki and Christina Gee from CSDA for the Citizens Academy held at the Central Contra Costa Sanitary District and one that Chair Boatmun accepted for the Chapter of the Year Award to CCSDA.

## Finance Report and Tax Exempt Status Update: Treasurer Bert Michalczyk, Associate Member

Caldwell provided the report in Michalczyk's absence. He stated that the report had been sent out ahead of time and to let him know if there are any questions. Boatmun also announced that if anyone was interested in serving on the Audit Committee, to contact her or Crayton. Wanted to set committee by next month in order for the committee to report out at the January 2017 meeting.

## California Special Districts Association Activities Update

Caldwell provided the update. In Sherry Sterrett's absence, who will be stepping down from the Pleasant Hill Park and Recreation Board, Stan presented to her the Hollingsworth Award which recognizes a champion of special districts. It was a unanimous decision by Board of Directors.

## Presentation by President Bette Boatman

A keepsake box and card which was circulated and signed by members will be presented to Sherry Sterrett at a board meeting of her district in November.

## Other Local Government Official Updates

None

**Meeting was adjourned at 12:10 p.m. and next meeting is January 23, 2017.**